



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91, Cadastral Zone, Nnamdi-Azikiwe Express Way, Jabi-Abuja
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF PUBLIC ADMINISTRATION
2020_1 EXAMINATION

COURSE CODE: PAD312

CREDIT UNIT: 3 CREDITS

COURSE TITLE: MANAGEMENT OF PUBLIC SERVICE

Time: 2hours 30min

1. Attempt question one (1) and any other three (3) questions. Four questions in all
2. Question one (1) is compulsory and carries **25marks**, while the other questions carry **15marks** each
3. Present your points in coherent and orderly manner

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1. (a) Briefly define the under listed concepts with relevant examples.
 - i. Public service
 - ii. Civil service
 - iii. Public sector **(6 marks)**

(b) Carefully explain the structure of the Nigerian Government **(9marks)**

(c) List three (3) and explain two (2) organs of the Federal government of Nigeria under the military regime. **(10marks)**
 2. (a) Expatriate the concept of neutrality in civil service. **(5marks)**
(b) Mention and explain five (5) functions of the Nigeria civil service. **(10 marks)**
 3. (a) Explain why control is important to every organizational manager**(10 marks)**
(b) List possible steps of control process in an organization. **(5marks)**
 4. (a) Identify and explain the major problems associated with the Nigerian public service. **(10 marks)**
(b) List and explain five sources of government funds in Nigeria. **(5marks)**
 5. (a) What is training? **(5marks)**
(b) Itemize and explain objectives of staff training. **(10marks)**
 6. (a) Explain record keeping. **(5 marks)**
(b) Carefully identify and explain challenges facing records and information Managers. **(10 marks)**